

OFFICE OF CULTURAL AFFAIRS

Boston City Hall / Room 716

Boston, Massachusetts 02201

T 617.635.3245

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W [www.cityofboston.gov/arts](http://www.cityofboston.gov/arts)

## BOSTON NOW CULTURAL AGENDA GRANT PROGRAM

FINAL PROPOSAL DEADLINE: 5:00 PM, TUESDAY, FEBRUARY 10, 2004 TO BOSTON OFFICE OF CULTURAL AFFAIRS



MAYOR THOMAS M. MENINO





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Boston City Hall / Room 716  
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## Boston Office of Cultural Affairs

### Mission Statement

The mission of the Office of Cultural Affairs is to implement the Boston Cultural Agenda by:

- Serving as the primary steward of a comprehensive, inclusive, and pro-active cultural agenda for Boston
- Convening, advocating for, educating, promoting, and enabling the City's cultural community-over 16,000 artists and humanists, more than 300 cultural non-profits, and commercial cultural ventures-to participate in the Boston Cultural Agenda
- Serve as the primary steward of a comprehensive, inclusive, and pro-active cultural agenda for Boston;  
Facilitating access to Boston's cultural life for residents and visitors;
- Facilitating access to Boston's cultural life for residents and visitors;
- Providing central coordination of city government participation in cultural affairs; represent the needs and resources of the cultural community in city, state and federal forms
- Cultivating, leveraging, and brokering investment in the City's vital and vibrant cultural resources to strengthen Boston.

## Boston's Cultural Agenda

In 2000, Mayor Thomas M. Menino announced the Boston Cultural Agenda, outlining his priorities for the City's efforts to support the cultural life of Boston for its residents and visitors. In the past three years under the leadership of Cultural Commissioner Esther Kaplan, the Office of Cultural Affairs launched and expanded a series of initiatives to address the priorities of the Boston Cultural Agenda including

- BOSTON NOW: Community and Culture, a campaign to promote cultural activity citywide initiated an effort to improve the city's support of its cultural life.
- Boston NOW Cultural Agenda Grant Program, generating public and private funds for grants to non-profit cultural organizations to address the priorities of the Boston Cultural Agenda

The goal of the Boston NOW Cultural Agenda Grant Program is to support Boston's cultural non-profit community to participate in the implementation of the Boston Cultural Agenda. Fiscal Year 2004 will be the fifth year of Boston Cultural Agenda awards. A list of previous awards is available at [www.cityofboston.gov/arts](http://www.cityofboston.gov/arts).

## Purpose of the Boston NOW Cultural Agenda

The Boston NOW Cultural Agenda (BNCA) grant program will make awards of up to \$15,000. These funds will support cultural non-profit organizations that are Boston-based and/or primarily serving Boston to conduct projects in the arts, humanities, and interpretive sciences for the benefit of Boston residents and visitors that significantly advance one of the following priorities:

### A. CULTURAL ECONOMIC DEVELOPMENT

The Boston NOW Cultural Agenda will support projects that enable cultural non-profit organizations to promote the economic vitality of the City of Boston through cultural activity such as:

- Projects that promote cultural tourism—attracting local, regional, national and/or international visitors to attend Boston cultural activities in Boston venues;
- Projects that support the role of cultural activity in community development.

### B. CULTURE IN PUBLIC PLACES/ACCESS TO CULTURE

The BNCA will support projects that make cultural activity accessible to the public such as, but not limited to:

- Community-based festivals, performances and/or demonstrations of cultural tradition;
- Enabling underserved populations to access cultural activity for low or no cost.
- Public art in public places (short-term installations);
- Cultural activity designed to overcome language, physical, economic and/or geographic barriers.

### C. RESOURCES AND TECHNICAL ASSISTANCE

The BNCA will support projects that support the cultural community—individuals and/or organizations—that:

- Generate new sources of earned revenue to support cultural activity and/or cultural organizations.
- Generate new in-kind support for cultural activity;
- Provide technical assistance for the cultural community to ensure efficient and effective use of existing resources;
- Provide new sources of revenue for the organization through earned-income development and/or organizational visibility.

Note: The OCA will not fund the development of websites for individual cultural organizations. Websites designed to serve groups of artists and/or cultural organizations will be considered.

## Who is Eligible

Organizations that:

- Have a tax-exempt 501(c)3 status with the Federal Internal Revenue Service;
- Are incorporated in Massachusetts as a non-profit organization;
- Are Boston-based or conduct a majority of its activities in Boston;
- Maintain a regular schedule of public cultural programs for the benefit of Boston residents and visitors; and
- Have completed a full year of cultural programming prior to the application deadline.

Note: Only one (1) proposal per organization will be accepted for review.

## Funding Cycle

Project must be conducted between February 1, 2004, and June 30, 2004.

## Review Criteria

The BCA panel will only review projects that have provided the following information:

- Completed, signed, typed application;
- A narrative that answers all questions in order (maximum 5 pages);
- Project budget, with detailed budget breakdown;
- One-page project Timeline and Workplan;
- Attachments as follows:
  - Agency budgets for current fiscal year showing how this award would fit into the overall strategic programming/fundraising plans of the organizations
  - List of board members with affiliations and demographic data (gender, race, neighborhood, etc.)
  - Copy of 501(c)3 certificate, or that of the fiscal organization
  - Resumes or biographies of cultural, humanistic and/or administrative staff for this project
  - Audit or financial statement of last completed fiscal year
  - Up to four (4) pieces of documentation of previous work, e.g., program, brochure, newsletter, media coverage, syllabus, etc
  - Contractual Letter of Fiscal Agency, if applicable
  - Letters of collaboration, if applicable

All proposals will be reviewed using the following funding criteria on a 100-point scale:

- Effective, efficient, and resourceful strategy for addressing the Boston Cultural Agenda priority area chosen. **15 Points**
- Addresses genuine needs of a population and/or community and/or builds on existing assets. **20 Points**
- Qualifications of the individual artists, humanists, scientists and/or administrative staff involved in proposed project. **15 Points**
- A budget that clearly allocates resources efficiently and effectively to accomplish the proposed project and that specifically demonstrates how BCAF monies will contribute to the project. **20 Points**
- Feasibility of the project with respect to its design and the organization's capacity to reach the objectives it has laid out in the Workplan. **15 Points**
- Quality of the cultural activity to be supported. **15 Points**

## **Application Instructions and Deadlines**

All proposals must be typed and submitted on the forms provided. Application packets should not be bound or stapled. Four (4) copies of the signed application, including one original and three (3) duplicates, must be received by the deadline.

Applications must be received by 5:00 pm, Tuesday, February 10, 2004. Applications received by mail or hand-delivered beyond this timeframe will not be considered for funding. Faxed or emailed applications will not be accepted. Submit applications to:

Diana Orthman  
Grants Administrator  
Boston Office of Cultural Affairs, Room 716  
Boston, MA 02201  
617-635-3245  
[Diana.Orthman@cityofboston.gov](mailto:Diana.Orthman@cityofboston.gov)

## **Contacting BNCA**

All questions regarding BNCA guidelines and applications should be directed to Diana Orthman at 617-635-3245 or [Diana.orthman@cityofboston.gov](mailto:Diana.orthman@cityofboston.gov).

## **Review Procedures**

Applications will be reviewed by a panel selected by the Office of Cultural Affairs using criteria outlined above. The OCA reserves the right not to issue awards to organizations that have not completed final reports for previous awards and reserves the right to withhold funding at any time during the project year.

## **Notification**

All applications will be notified by mail by end of February 2004. Do not call or email the Office of Cultural Affairs for award decisions.

## **Payment**

Awards shall be disbursed upon receipt of a signed Award Agreement and coordinating Budget with Work plan and/or any other necessary documentation required by the City of Boston.

## **Publication**

The OCA reserves the right to showcase, publish, use in documentation, advertising or any other publications or presentations any and all parts of an awarded project for its own benefit without cost to the OCA or the City of Boston. It is the responsibility of the organization to obtain the necessary releases for photographs and/or artwork submitted to the OCA.

## **Acknowledgement**

Award recipients are required to acknowledge the source of the award. It is vital that Boston residents be informed about public funding of cultural activities in their own communities, thus building support for the Boston Cultural Agenda.

In all published and electronic media, including announcements, flyers, press releases, programs, posters, books and brochures regarding the activities of the project, the award recipient must acknowledge this support with a credit statement as follows:

"This project is supported by the Boston NOW Cultural Agenda Grant Program, managed by the City of Boston."

Note: The Boston Now logo must be used with or in place of the above acknowledgement on all print or electronic materials. Copies of this logo, with instructions, will be disseminated to all award recipients.

## **Indemnity**

In applying for these funds, the awardee recognizes that it is an independent contractor responsible for its own negligible acts and agrees that it shall indemnify and defend the City of Boston from any and all claims arising out of the awardee's actions.

## **Evaluation & Reporting**

All award recipients are required to submit a Final Report. The Final Report will be due thirty (30) days after the completion of the approved project. The submission of a late or no report will render an organization ineligible for funding during the next fiscal year.

All recipients of a BNCA award will be required to attend a training session introducing recipients to the City of Boston's reporting guidelines. The format for the Final Reports will be introduced at this training session.\

Each funded project will be assigned to an OCA staff liaison. Regular communication with that staff liaison will facilitate funded groups to access and coordinate with additional resources

## **ADDITIONAL INFORMATION**

### **Cultural Survey/OCA Database Mailing List**

If your organization is not on the mailing list/database of the Office of Cultural Affairs, please fill out the Cultural Survey, which can be found on the OCA website ([www.cityofboston.gov/arts](http://www.cityofboston.gov/arts)). Once entered into the database, you will receive information regarding future funding initiatives, workshops, seminars, events, and other opportunities.

### **Arts in Education Policy**

A copy of the BPS Arts in Education policy can be obtained by contacting Kathy Tosolini, Senior Program Director for Arts in the Boston Public Schools, at 617-635-9278.

### **Cultural Assessment and Planning Report**

A copy of the ArtsMarket Cultural Assessment and Planning Report and an outline of the Boston Cultural Agenda can be obtained by contacting Richard Andrade at 617-635-3245.

### **Office of Cultural Affairs Website**

[www.cityofboston.gov/arts](http://www.cityofboston.gov/arts)



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community + culture

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**BOSTON CULTURAL AGENDA FUND APPLICATION** Application must be typed

For office use only

FY\_\_\_\_\_

APPL#\_\_\_\_\_

Approved\_\_\_\_\_

AMT \$\_\_\_\_\_

Disapprove\_\_\_\_\_

Read the BCAF Guidelines before you complete this application. Incomplete applications will not be reviewed. Your completed application with supplemental materials must arrive by 5:00 PM on Tuesday, February 10, 2004 at OCA.

**SECTION A**

## Applicant Information

Applicant Legal Organization Name

DBA (including doing business as...Organization name)

Organization Local Address

Organization Mailing Address

City / State

Zip Code

Contact Person

Title

Email

( ) -  
Phone( ) -  
Fax

Organization Website

Organization Executive Director

Authorized Signature

Title

If using a Fiscal Agent, please provide the following information and attach a Fiscal Agent Contractual Letter.

Name of Fiscal Organization

Contact Person

Title

Address of Fiscal Organization

City / State

Zip Code

( ) -  
Telephone Contact of Fiscal Organization( ) -  
Fax

Email of Fiscal Organization Contact

Authorized Signature of Fiscal Organization

Title

Applicant Organization's Federal ID No. or Fiscal Organization's Federal ID No.

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**SECTION B****Project Information**

Applicant Name \_\_\_\_\_

Project Name \_\_\_\_\_

To \_\_\_\_\_

Project Start Date \_\_\_\_\_

Project End Date \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total Project Budget \_\_\_\_\_

Amount Requested of BCAF \_\_\_\_\_

Number of Adults Directly Served \_\_\_\_\_

Number of Youth Directly Served \_\_\_\_\_

Number of People Indirectly Served \_\_\_\_\_

Neighborhood(s) Served:

☐ Citywide☐ East Boston☐ Roslindale☐ Allston/Brighton☐ Fenway/Kenmore☐ Roxbury☐ Back Bay/Beacon Hill☐ Hyde Park☐ South Boston☐ Charlestown☐ Jamaica Plain☐ South End☐ Chinatown☐ Mattapan☐ West Roxbury☐ Dorchester☐ Mission Hill☐ Downtown☐ North End

Brief Description of Project (please use space provided):

Indicate the one priority area addressed by the proposed project (you will not benefit from addressing multiple priorities):☐ A. Cultural Economic Development☐ B. Culture in Public Places/Access to Culture☐ C. Resources and Technical Assistance



Please answer the following questions in no more than five (5) pages (typed, single-spaced, and in a font no smaller than 11 points with one-inch margins):

1. Describe the mission of your organization.
2. Provide an outline/timeline of your overall cultural programming plans for FY '04 (July 1, 2003 to June 30, 2004). Be as brief, yet specific, as possible. Include description of programming schedule, venues, numbers and demographics of audience(s) served.
3. List key artistic/humanistic/interpretive science and/or administrative staff associated with this project and briefly describe their training, experience and qualifications.
4. How do you serve members of Boston's underserved communities? Example: outreach programming into underserved Boston neighborhood sites; or facilitate access to your programming of new audiences who are considered underserved due to language, physical or geographic barriers. Describe your specific plan.
5. Have you received a BCAF award previously? If so, provide a brief summary of the project(s) completed.
6. Which priority area does this project address and what specific objective(s) will this project accomplish toward the overall goal(s) identified in the Boston Cultural Agenda?
7. Describe your proposed project. What outcomes are expected? What need(s) will the project address? What assets will this project build on? Please provide details.
8. If you are collaborating with another organization(s), public or private, what assets does each partner bring to the project? What are the roles and responsibilities of each partner? How will you inform the public and/or cultural community of the programs and services produced by this project?
9. How will you evaluate the impact of this project? How will you use what you learn? How will you share the project outcomes and lessons learned with your colleagues in the cultural community?
10. How does this award fit into the overall strategic programming/fundraising plans of your organization?

## SECTION D

### Project Budget

Applicant Name \_\_\_\_\_

Please provide a detailed Expense and Revenue budget for your proposed project. Include the following:

- Other funding sources sought for this BCAF proposed project, if any, including public, private, municipal, city and/or state monies pending, requested and/or confirmed;
- Indicate with an asterisk "line items" in your budget that Boston Cultural Agenda Fund monies will be used for, e.g., personnel related costs, supply items, equipment, space rental, etc.

## SECTION E

### Attachments

Please include the following attachments:

- Agency budget for current fiscal year (with narrative, if necessary)
- List of Board members with affiliations and demographic data
- Copy of applicant's 501(c)3 certificate (or that of the Fiscal Organization, if applicable)
- One-page Timeline and Workplan for this project
- Resumes or biographies of cultural/humanistic and/or administrative staff for this project
- Audit or financial statement of last completed fiscal year

Please include the following attachments, if applicable:

- Up to four (4) pieces of documentation of previous work, e.g., program, brochure, newsletter, media coverage, syllabus, etc.
- Contractual Letter of Fiscal Agency
- Letters of collaboration

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Applications must be received by 5PM, Tuesday, February 10, 2004. Applications received by mail or hand-delivered beyond this timeframe will not be considered for funding. Faxed or emailed applications will not be accepted. All applications must be typed. Please, no hand written applications. Please submit a signed original application and supporting materials plus three (3) copies of the application and three (3) copies of supporting materials to:

Diana Orthman  
Grants Administrator  
Boston Office of Cultural Affairs, Room 716  
Boston, MA 02201  
617-635-3245  
[Diana.Orthman@cityofboston.gov](mailto:Diana.Orthman@cityofboston.gov)

# CHECKLIST

A complete application will contain the following items:

\_\_\_ Completed Section A—Application Information

Ensure that an individual legally authorized to sign for your organization has signed the application. If you are using a Fiscal Organization, an individually legally authorized to sign for this Fiscal Organization must also sign the application.

\_\_\_ Completed Section B—Project Information

Provide a Description of Project only in the space provided. Please indicate only one priority area that this project will address.

\_\_\_ Completed Section C—Project Narrative

Supply answers to these ten (10) questions on no more than five (5) attached pages. Answers must be typed, single spaced, and in a font no smaller than 11 points with one-inch margins. Please answer the questions in order.

\_\_\_ Completed Section D—Project Budget

Provide a detailed budget for this project, including expenses and revenues. Indicate other funding sources, if any, and whether these sources are confirmed or pending.

\_\_\_ Completed Section E—Attachments

The following attachments are required of all applicants:

- Agency budget for current fiscal year (with narrative, if necessary)
- List of Board members with affiliations and demographic data
- Copy of applicant's 501(c)3 certificate (or that of the Fiscal Organization, if applicable)
- One-page Timeline and Workplan for this project
- Resumes or biographies of cultural/humanistic and/or administrative staff for this project
- Audit or financial statement of last completed fiscal year

These additional attachments may also be required:

- Up to four (4) pieces of documentation of previous work, e.g., program, brochure, newsletter, media coverage, syllabus, etc.
- Contractual Letter of Fiscal Agency
- Letters of collaboration

A complete application will contain all of the above materials plus three (3) additional copies of these materials, for a total of four (4) application packets.